

Temporary Duty (TDY) Travel Allowances

§ 301-74.10

fees, availability of meeting space, equipment, and supplies, and commuting or travel distance of attendees. (See Appendix E to Chapter 301, Guidance for Conference Planning.)

drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins.

[FTR Amdt. No. 89, 65 FR 1327, Jan. 10, 2000. Redesignated by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

§ 301-74.5 How should we select a location and a facility?

Site selection is a final decision as to where to hold your conference. The term “site” refers to both the geographical location and the specific facility(ies) selected. In determining the best site in the interest of the Government, you should exercise strict fiscal responsibility to minimize costs. The actions in §301-74.3 must be followed. Cost comparisons must cover factors such as those listed in §301-74.4. As part of the cost comparison, you must use the established per diem rate for the locations for which you are comparing costs.

§ 301-74.8 May we include conference administrative costs in an employee's per diem allowance payment for attendance at a conference?

No. Per diem is intended only to reimburse the attendee's subsistence expenses. You must pay conference registration fees separately, either directly or by reimbursing employees who pay such expenses and submit travel claims.

[FTR Amdt. No. 89, 65 FR 1327, Jan. 10, 2000. Redesignated by FTR Amdt. 2013-01, 78 FR 65212, Oct. 31, 2013]

§ 301-74.6 What can we do if we cannot find an appropriate conference facility at the chosen locality per diem rate?

While it is always desirable to obtain lodging facilities within the established lodging portion of the per diem rate for the chosen locality, it may not always be possible. In those instances when lodging is not available at the applicable per diem rate, travelers should construct a cost comparison of all associated costs, including round-trip ground transportation, between finding lodging at the applicable per diem rate away from the conference locality and using the actual expense method at the conference locality as prescribed in subpart D of part 301-11 of this chapter.

§ 301-74.9 Are there any special requirements for sponsoring or funding a conference at a hotel, motel or other place of public accommodation?

Yes. When you sponsor or fund (see 15 U.S.C. 2225a), in whole or in part, a conference at a place of public accommodation in the United States, you must use an approved accommodation (see §300-3.1 of this title), except as provided in §301-74.10. This provision also applies to the government of the District of Columbia when it expends Federal funds for a conference and any non-Federal entity which uses Government funds to sponsor or fund a conference.

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§ 301-74.7 May we provide light refreshments at an official conference?

Yes. Agencies sponsoring a conference may provide light refreshments to agency employees attending an official conference. Light refreshments for morning, afternoon or evening breaks are defined to include, but not be limited to, coffee, tea, milk, juice, soft

§ 301-74.10 May we waive the requirement in § 301-74.9?

Yes, if the head of your agency makes a written determination on an individual case basis that waiver of the requirement to use approved accommodations is necessary in the public interest for a particular event. Your agency head may delegate this waiver authority to a senior agency official or employee who is given waiver authority with respect to all conferences